

CITY OF OAKLAND



CITY HALL • ONE CITY HALL PLAZA • OAKLAND, CALIFORNIA 94612

Office of the Mayor
Honorable Sheng Thao

(510) 238-3141
FAX (510) 238-4731
TDD (510) 238-3254

Letter of Appointment

May 7, 2024

Dear President Bas and members of the City Council:

Pursuant to City Charter Section 601, the Mayor has appointed or reappointed the following persons as members of the following board or commission, subject to City Council confirmation:

Paramount Theatre of the Arts Board of Directors

Ray Leon, to serve a four-year term on the Paramount Theatre of the Arts Board of Directors that began October 1, 2023 and ends September 30, 2027, filling a seat previously filled by himself.

Margaret Grover, to serve a four-year term on the Paramount Theatre of the Arts Board of Directors that began October 1, 2023 and ends September 30, 2027, filling a seat previously filled by herself.

Jennifer Mullin, to serve a four-year term on the Paramount Theatre of the Arts Board of Directors that began October 1, 2022 and ends September 30, 2026, filling a seat previously filled by Michael Panico.

Richard Dellafave, to serve a four-year term on the Paramount Theatre of the Arts Board of Directors that began October 1, 2022 and ends September 30, 2026, filling a vacant seat previously filled by Sima Patel.

Leslie Littleton, to serve a four-year term on the Paramount Theatre of the Arts Board of Directors that began October 1, 2020 and ends September 30, 2024, filling a seat previously filled by Douglas Boxer.

Merlin Edwards, to serve a four-year term on the Paramount Theatre of the Arts Board of Directors that began October 1, 2020 and ends September 30, 2024, filling a vacant seat previously filled by Jean Ranier.

Thank you for your assistance in this matter.

Sincerely,

A handwritten signature in black ink that reads "Sheng Thao". The signature is written in a cursive, flowing style with a large initial "S" and a decorative flourish at the end.

Mayor Sheng Thao
City of Oakland



February 7, 2024

Mayor Sheng Thao
City of Oakland

Dear Mayor Thao,

It is with great pleasure, I write to you today to seek your concurrence on the Paramount Theatre of the Arts, Inc. Board of Directors for 2023/2024.

The Paramount Theatre of the Arts, Inc. was incorporated in 1975 as a private 501c3 California nonprofit to operate and manage the Paramount Theatre on behalf of the City of Oakland and for the development and advancement of the City. The original seven incorporators were comprised of 6 male and 1 female, along with a male general manager. In 1999, a female, and immigrant to the United States became general manager following a national search, and the board in turn evolved into a group of 8 to 9 directors.

In July 2022, I began my tenure as the new General Manager. My family and I have lived in Oakland and the east bay for more than two decades and I am a proud Oakland resident and homeowner. I am the first African American General Manager in the history of the theatre and our 9 board directors comprise 3 female and 6 males; of whom 4 are African American, one is a gay man, and all are either residents of Oakland, do business or have a history of doing business in Oakland, or have a significant interest in Oakland.

I, along with the board of directors, share and live the belief that diversity matters. The Board Development Committee has taken the lead in shaping the composition of the board and has sought to create a dynamic and chemistry that allows for the effective execution of corporate governance and strategic oversight. It has been and continues to be the experience of the Board that diversity and inclusion is important to the business agenda, by having a diversity of culture, thinking, and perspective.

As you will see from the attached bio of our 2 new directors, the board development committee adopted a holistic, multidimensional view by embracing a combination of attributes – functional experience, industry experience, accomplishments, and education; demographic attributes, including gender, race, and generational cohort; and, finally, personal attributes, including personality, interests, and values.

As we move the organization forward, we remain committed to casting a wider net of a diverse slate of candidates.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jason Blackwell".

Jason Blackwell
General Manager

Paramount Theatre of the Arts, Inc.

Board of Directors Candidate Application

J. Richard Dellefave

Employer/Profession: CPA

Summarize relevant experience, including interest/experience in the arts, enterprise management, fundraising, knowledge of Oakland. (*include resume*) _____

See Attached Resume

Other volunteer commitments and prior non-profit board experience.

Grass Roots Gay Rights Foundation - <https://www.grassrootsgayrights.org/>

Current Position- Treasurer

18 years of volunteering– 10 years on the Board as President and Treasurer

Community Foundation that makes grants to other Bay Area non-profits - \$4M total granted to date and \$25,000 in yearly scholarships.

National AIDS Memorial - <https://www.aidsmemorial.org/>

6 years on Board. Primary focus was on financial matters, including extensive work on endowment accounting and financial modeling for capital project.

Comfort and Joy - <https://www.playajoy.org/>

Burning Man artist collective non-profit.

Six years advising the Board on formation matters, setting up their accounting system and counseling on best financial practices.

Why are you interested in serving on the Paramount Theatre Board (average service time is four years)?

The Paramount Theatre is so much more than an historical landmark! It serves as a civic and cultural institution, knitting together the various communities it serves. Whether it is the Oakland Ballet, the Oakland Symphony or performing artists, it is the venue where people come together for connection. Attending public performances gives us all a shared experience – crucial in a time of deep disengagement.

The fact that this happens in one of the most beautiful and well-maintained spaces in the country just adds to its importance. Over my 10 years as your former auditor, I grew to deeply respect the Theatre's mission and the commitment of its staff and Board to create a robust institution that unites and serves its communities. I want to be part of that.

One of my main interests in all my non-profit work has been 'relevance.' How do we keep our local institutions in step with changing needs. My philosophy is that it first starts with listening – coupled with vision and a bit of bravery. If I can contribute to your ongoing mission by being a part of the relevance discussion, I will be very happy.

How do you feel the Paramount Theatre would benefit from your service on the Board?

My professional career as a non-profit auditor gives me specialized perspective on the financial challenges faced by non-profits. In my time with RINA, I was often enlisted to craft board presentations not only for my own clients but for those of my fellow auditors. I loved taking the arcane language of the CPA and turning it into presentations that told a story of the year for Board members from all backgrounds. My observation was that this type of presentation both engaged Board members and often led to extended questions from Board members. I hope to bring this skill to the Paramount table.

As the owner of my own businesses for 16 years, I also know the pressures of keeping to budgets, meeting payroll and providing an employment environment that is both stable and fulfilling. When people read the words non-profit, they sometimes don't fully understand that the designation refers to how the net revenue is taxed. It doesn't mean that the entity should not turn a profit. I always will bring my business experience to assist non-profits into becoming and remaining financially stable.

Describe Good Governance

Good governance is the undertaking that measures how entities tasked with governing and administering resources adhere to certain widely accepted principles, such as transparency and accountability. Ideally, good governance creates a feedback loop of normative and evaluative factors that organizations can use to measure their performance at "good" governing. The feedback loop will identify areas for improvement and provide guidance on how the organization can meet its obligations and still adhere to its core principles.

Please allow my name to stand for nomination to the Paramount Theatre Board of Directors. I am willing to commit my time, energy, and passion to the Paramount Theatre of the Arts, Inc.

Signature: J. Richard Dellefave

Date: November 13, 2023

—

J. Richard Dellefave

EDUCATION

Brown University, BA, Independent Major in History of Science

University of San Francisco School of Law, JD, Cum Laude

Golden Gate University, Masters of Accounting

EXPERIENCE

RINA Accountancy Corporation - Oakland and San Francisco

Principal -13 years - Retired 2022

Auditor – Focus on Not-for-Profit Corporations

Representative Clients: Catholic Charities of San Francisco

St. Vincent de Paul, Oakland

Luna Winery, Napa

Paramount Theatre of the Arts, Oakland

Robrick Enterprises, Inc. - Palm Springs

President and CEO - 13 years

Business Start-Up, Owner/Operator of The Villa Hotel

Forty-five room destination resort with restaurant and bar

Robrick Productions, Inc.- San Francisco

President and CEO – 3 years

Business Start-Up, General Manager and Producer of Two Equity Theatrical Productions:

“Party” in San Francisco and “The Complete Works of Shakespeare – Abridged” in

Chicago

Orrick, Herrington & Sutcliffe, San Francisco and New York

JD, Partner – 9 years

International Banking and Municipal Bonds

Representative Clients: State of California

BART

Regents of the State of California

Bank of Montreal

LICENSES

Member, State Bar of California (Retired)

California Certified Public Accountant

Paramount Theatre of the Arts, Inc.

Board of Directors Candidate Application

Merlin Edwards

Employer/Profession ____ Retired

Summarize relevant experience, including interest/experience in the arts, enterprise management, fundraising, knowledge of Oakland. *(include resume*

Bass singer in Contare choir, (a 100 voice choir who raise funds to teach music in the Oakland public schools, we teach 200 students each year.), collector of art and valuable coins, lived in Oakland over sixty years, when employed(I was a lobbyist for PG&E, and ATT. Responsible for funding nonprofits in Alameda and contra costa counties)gave lots of money to the arts.

I Did my under graduate work UOP because of illness i dropped out Golden Gate master's program. Was born in New Orleans, Louisiana

Other volunteer commitments and prior non-profit board experience:

. _Co-founder of the OAACC, Vice President of Lake Merritt Breakfast Club, former member of the board of directors of Oakland Rotary #3 also on the board of its foundation, President of Leadership institute @ Allen Temple, president of R.A.M.P.(a non-profit working with young people who are trying to get into the trades)Former of Niagara Movement Democratic club, Life time member of the NAACP_lifetime member, currently serving on it executive board.

Why are you interested in serving on the Paramount Theatre Board (average service time is four years)? Because I was asked, Just kidding.

The Paramount is a jewel of our city. I want to make sure that with all of the negative things people are saying about Oakland, that places like the Paramount, Lake Merritt, the zoo, Childrens Fairy Land are just a few examples of the beauty of our city. I want the many corporations in and around our city to recognize that and support us not only with funding but promoting it. Companies like PG&E who is now headquartered in Oakland.

How do you feel the Paramount Theatre would benefit from your service on the Board?

See the above.

Describe Good Governance: As a board we should develop programs that are a reflection of the communities we serve. That our rules and procedures as such that any one could understand them. We should be transparent in all of our actions and have no hidden agendas. As a board member we should establish policies and procedures and not interfere with the day to day operations of the organization.

Please allow my name to stand for nomination to the Paramount Theatre Board of Directors. I am willing to commit my time, energy, and passion to the Paramount Theatre of the Arts, Inc.

Signature: Merlin Edwards _____

Date: October 21, 2023



Leslie Littleton

Ms. Littleton is president and CEO of Littleton Consulting Group (LCG) whereas her clients include UCSF Benioff Children's' Oakland, Nextdoor Inc., the City of Oakland, Senior Collaborative comprised of "AARP, World Health Organization, Center for Elders Independence, The Mayor's Commission on Aging and CareBuilders, California Lawyers for the Arts, The Hudson Group. Ms. Littleton has served in Executive Management roles and senior advisory positions since 1997. She served as District Director for Congresswoman Barbara Lee, Deputy Chief of Staff for the late Mayor Ronald V. Dellums and as a San Francisco Human Rights Commissioner appointed by Mayor Willie Brown. In every political position she bridged the gap between community and the elected offices often mediating the issues between community groups. Ms. Littleton was Vice President of Government Affairs and Senior Lobbyist for the McConnell Group and Jobs and Housing Coalition. In this role she represented developers and major employers before local and county entities. Ms. Littleton has managed, housing issues, transportation, international peace matters, city contracting matters including with construction projects, public Health, environmental injustice, violations, workforce development, labor union matters, government appropriations, nonprofit funding. Furthermore, she was one of the lead lobbyist on the California State Ban of the Shark Fin Soup representing the position of the statewide Chinese community. She was one of the lead lobbyist on the Elephant Bullhook Ban controversy. Ms. Littleton continues to have a strong working relationship with the Asian community as well as all communities.

LCG's relevant projects include lobbyist for UCSF Benioff Children's Hospital implementing government affairs and community engagement strategies for the Master Plan Construction project, and the residency housing program. On behalf of UCSF Benioff Children's, LCG designed and implemented a workforce development program as a community benefits project related to the Master Plan construction project. As lobbyist for Nextdoor Inc. (the social media platform for neighborhoods) Ms. Littleton provided policy and community engagement direction to the Executive team. In collaboration with the Nextdoor Executive Team Ms. Littleton led the efforts to address racial profiling on the Nextdoor platform by facilitating meetings with City of Oakland Elected Officials, City Administration, community groups and law enforcement. The effort garnered unprecedented collaboration between a tech company, City Government and Community Groups. Ms. Littleton continued to provide consulting services for Nextdoor developing and implementing a community engagement strategy with key bay area agencies, government organizations such as East bay Economic Development Alliance, Bay Area Council, AC Transit, Mayor's Commission on Aging as well as engagement opportunities with Richmond, Oakland, Alameda County, Contra Costa County. Leslie was the Lobbyist for the Livable Cities initiative Senior collaborative (see above).

LDL Partners was Ms. Littleton's first lobbying and consulting firm where she represented the interest of nonprofits and facilitated public private partnerships. Her client base was UC Berkeley, Kaiser Permanente, the O.K. Program of Oakland, Bay Area Builders Association.

Ms. Littleton has a Law degree from Howard University School of Law and a Certification in Mediation/Conflict Resolution from UC Berkeley. Upon graduation, Leslie was a prosecutor for the United States Securities and Exchange Commission and later a Vice President for Bank of America in the legal department. Ms. Littleton served as a Marketing Manager/Legal Compliance person for GAP INC. Ms. Littleton's undergraduate degree is in Business Administration, Marketing from Howard University with a minor in Spanish. She serves on mediation panels throughout the Eastbay area. Also, she served as a thought leader on the Alignment Bay Area, "Success" derived from the Alameda Department of Education. COVID-19 has limited the community engagement efforts, so Ms. Littleton has returned to the legal profession and is currently working for Alameda County managing EEOC, DFEH and cases as well as as workplace discrimination, abusive conduct, sexual harassment, Age Discrimination workers compensation complaints as the agent for the Diversity Programs Unit.

Ms. Littleton continues to consult on key community projects and initiatives.



RAYNARD LEON

l@gmail.com | | H: 510

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Oakland, CA 94605

Summary

Skills

Over the past years working in Public Service, I have been able to coordinate numerous programs, have worked with several Non-Profit agencies, Community based organizations, Faith Based Organizations, and Developers (non-profit and Market rate Developers) to enhance and promote the City of Oakland. I have developed and coordinated Small Business Symposiums for Council Member Larry Reid for several years, with an overwhelming outcome.

- Financial eligibility analysis
- Networking and business development

- Business partnerships
- Record keeping

Experience

City Of Oakland/Oakland City Council | Oakland, Ca,
Senior Policy Analyst
05/1999 - 07/2019

Provided recommendations to determine Policy decisions to Oakland City Council Members for the past 20 years. Policy decisions related to Affordable Housing Legislative Measures, Public Safety, Public Works, Housing Development Projects, Community Liaison, and Budgetary Issues.

- Assisted with the development and implementation of grassroots efforts to support or oppose policy changes.
- Identified and reviewed roadblocks to desired updates and developed possible resolutions.
- Wrote detailed reports explaining policy actions and impacts.
- Presented possible changes to current legislative, regulatory or policy actions.
- Evaluated current policy discussions and plans to determine possible impact on residents residing in Council District 7 (and impacted areas within the City of Oakland)
-

Mayors Office Of Housing (MOH) | San Francisco, CA
Housing Coordinator
03/1996 - 02/1999

- Planned and executed Housing Assistance Programs within the City of San Francisco
- Developed Partnerships with various Non-Profit Housing Organizations for Rehabilitation Services for Homeowners/Landlords/Business Owners
- Coordinated Community Events for the purpose of introducing new Housing Policies for the Mayor's Office of Housing.
- Wrote scopes, requirements for Housing Policies
- Organized projects by delegating tasks to appropriate personnel and overseeing quality control duties.

City Of Oakland | Oakland, CA
Housing Counseling Services
03/1989 - 03/1995

- Managed and Supervised the Housing Counseling Division for the City of Oakland

- Assisted Homeowners through Various Programs eliminating the possibility of foreclosures through HUD authorized/FHA programs
- Managed and Supervised the Oakland Rent Board for 4 years eliminating backlogged cases and providing new language to the Rent Arbitration Ordinance and served as Secretary to the Rent Board
- Co-Developed the City of Oakland's First Time Homebuyers Program (Mortgage Assistance and Down payment Assistance Programs)
- Responded to telephone calls and emails each day, setting up appointments, answering questions and collecting information about specific concerns.
- Successfully led key projects which resulted in new Housing Policies and Assistance Programs
-

Bramalea Pacific | Oakland, CA
Housing Developer/Leasing Agent
05/1985 - 04/1988

- Provided tours of property and amenities to prospective tenants and offered valuable information regarding major features.
- Maintained thorough, accurate and compliant records for internal and regulatory audits.
- Promoted the property to businesses in the local area through marketing collateral, phone calls and email messages.
- Remained aware of all construction and maintenance projects and notified appropriate individuals of project updates, delays and schedule changes.
- Developed and Coordinated a Minority Participation Program in Partnership with the City of Oakland for the Development of City Center

Education and Training

Saint Mary's College of California | Moraga, CA
Bachelor of Science in Business Economics

APPROVED AS TO FORM AND LEGALITY

Farrah Hussein
CITY ATTORNEY'S OFFICE

OAKLAND CITY COUNCIL

RESOLUTION NO. _____ C.M.S.

INTRODUCED BY MAYOR SHENG THAO

**RESOLUTION CONFIRMING THE MAYOR'S REAPPOINTMENT OF
RAY LEON AND MARGARET GROVE AND APPOINTMENT OF
JENNIFER MULLIN, LESLIE LITTLETON, MERLIN EDWARDS, AND
RICHARD DELLAFAVE AS MEMBERS OF THE PARAMOUNT
THEATRE OF THE ARTS BOARD OF DIRECTORS**

WHEREAS, the City of Oakland owns the Paramount Theatre of the Arts property which is at 2025 Broadway. Oakland, CA 94612; and

WHEREAS, the Paramount Theatre of the Arts, Inc. a California non-profit corporation was created for the purpose of operating and managing the Paramount Theatre; and

WHEREAS, the Articles of Incorporation and Bylaws of the Paramount Theatre of the Arts, Inc. provide that members of the Board of Directors for the corporation shall be elected by the Board, subject to the concurrence of the Mayor and the City Council; and

WHEREAS, pursuant to Resolution No. 55001 C.M.S., the City of Oakland entered into an operating agreement with the Paramount Theatre of the Arts, Inc. in the year of 1975 under which the Paramount Theatre of the Arts, Inc., agreed to operate the Paramount Theatre under the terms and conditions specified in the operating agreement, as it may be amended from time to time; and the operating agreement's initial term was for the period beginning October 1975 and ending June 30, 1976 and thereafter runs from year to year; and

WHEREAS, Resolution No. 55076 C.M.S. and the Articles of Incorporation of the Paramount Theatre of the Arts, Inc. and the bylaws of the Board of Directors of the corporation specify that members of the Paramount Theatre of the Arts Board of Directors are to serve 4 year terms, which are to be staggered so that some appointments will expire every year, and appointments to fill a term of office are only to be for the remainder of that term; now, therefore, be it

RESOLVED: That by the Oakland City Council's concurrence with the Board of Directors' nominations, the following individuals are hereby appointed to the terms set forth below:

Ray Leon, to serve a four-year term on the Paramount Theatre of the Arts Board of Directors that began October 1, 2023 and ends September 30, 2027, filling a seat previously filled by himself.

Margaret Grover, to serve a four-year term on the Paramount Theatre of the Arts Board of Directors that began October 1, 2023 and ends September 30, 2027, filling a seat previously filled by herself.

Jennifer Mullin, to serve a four-year term on the Paramount Theatre of the Arts Board of Directors that began October 1, 2022 and ends September 30, 2026, filling a seat previously filled by Michael Panico.

Richard Dellafave, to serve a four-year term on the Paramount Theatre of the Arts Board of Directors that began October 1, 2022 and ends September 30, 2026, filling a vacant seat previously filled by Sima Patel.

Leslie Littleton, to serve a four-year term on the Paramount Theatre of the Arts Board of Directors that began October 1, 2020 and ends September 30, 2024, filling a seat previously filled by Douglas Boxer.

Merlin Edwards, to serve a four-year term on the Paramount Theatre of the Arts Board of Directors that began October 1, 2020 and ends September 30, 2024, filling a vacant seat previously filled by Jean Ranier.

IN COUNCIL, OAKLAND, CALIFORNIA,

PASSED BY THE FOLLOWING VOTE:

AYES - FIFE, GALLO, JENKINS, KALB, KAPLAN, RAMACHANDRAN, REID, AND
PRESIDENT FORTUNATO BAS

NOES –

ABSENT –

ABSTENTION –

ATTEST: _____

ASHA REED
City Clerk and Clerk of the Council of the
City of Oakland, California